



State Facility Space Use Guidelines

Office of Financial Management
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Introduction

[State law](#) requires the Office of Financial Management (OFM) to promote the efficient use of state facilities through [policy](#) and workplace strategies. OFM has updated its approach to space use guidelines in response to lessons learned from the COVID-19 pandemic as well as the strides agencies have made over the past six years while implementing Governor Inslee's [Executive Order 16-07: Building a Modern Work Environment](#). Updated guidelines apply to [agency requests](#) for new, relocated or expanded space as well as reconfigurations of existing space.

Developed with stakeholder input from more than 20 agencies, OFM's new request process and space allocation standards reflect the ongoing transformation in state facilities as agencies reassess their physical space needs, implement hybrid work environments and adopt expanded telework opportunities on a permanent basis.

Instead of allocating square footage by workspace, the new standards allocate square footage based on each user's mobility. The standards establish a baseline, or starting point, for space use moving forward and are designed to meet the following goals:

- Proactively collect better data for decision-makers.
- Support the [standing target of 80% daily space utilization](#) across the enterprise.
- Support the state's baseline 3:1 workspace ratio goal of three externally-mobile users to one workspace.
- Create achievable goals for agencies planning new spaces, using tools that provide clarity, consistency, and flexibility to meet program-specific needs.
- Meet the objectives of the [2021-23 operating budget proviso](#) (Section 131(7), Chapter 334, Laws of 2021).
- Enable agencies to adequately prepare for the next biennial [Six-Year Facilities Plan](#), which defines the long-term facility needs of state government.

These standards allow agencies to work with the Department of Enterprise Services to plan and design a workspace that meets the agency's needs based upon the approved square footage. OFM will utilize HRMS data to validate space requests and will allow for variances to the standards based on specific business cases or needs.

Guiding Principles

Workplace Efficiency

As the enterprise moves to a hybrid model of remote and onsite work, thoughtful planning will help agencies maximize efficiency and utility of existing obligated spaces while taking steps to right-size space into the future. Agencies may find they can avoid costs by having more staff utilize an existing footprint or by downsizing or backfilling space.

Enhanced Flexibility

Workplace flexibility can refer to telework, flexible schedules and flexibility in the physical work environment, such as flexible seating and meeting areas.

The future of work is flexible¹, and embracing flexibility can help the state achieve a number of business goals, including:

- Attracting and retaining talent
- Supporting employee health, safety and wellbeing
- Increasing employee productivity and engagement
- Promoting equity for employees and customers
- Improving service delivery
- Avoiding cost through reduced footprint
- Decreasing environmental impact
- Adapting to future business needs
- Ensuring continuity of operations

Space Request Process

Agencies will use a singular [Project Request/MPD Form \(instructions\)](#) to submit all space requests during or outside of the biennial [Six-Year Facilities Plan](#) process. Projects over 20,000 SF also require a [life cycle cost analysis](#). Once agencies are ready to move forward with approved projects, no additional request forms are required unless there is a [change of conditions](#). An OFM approval memo must be obtained before beginning a project, but this streamlined process significantly reduces the amount of paperwork needed over the project lifecycle.

All agencies are required to submit a [Project Outcome Form](#) within 90 days of facility occupancy. Outcome data will help OFM assess and improve the state's metrics for space planning and project approvals.

Baseline Space Allocation Standards

The following standards are part of the baseline allocation calculator that is incorporated into the [Project Request/MPD Form](#).

Allocation ²	Resident User	Externally Mobile User
User space	79 SF	36 SF
Shared space	40 SF	40 SF
Circulation	Additional 40% of the total workspace and shared space square footage	Additional 40% of the total workspace and shared space square footage
Building services	15% of the total SF	15% of the total SF
Program-specific space average per user	0-198 SF	0-198 SF
Rentable area	192-390 SF	122-320 SF

¹ NASCA & JLL (2021), [How states are future-fitting their real estate portfolios: Insights from 23 states](#)

² Allocation baseline averages. Terms and definitions are available on [page 4](#).

Proxy Assumptions	Resident User	Externally Mobile User
User space	64 SF per cube and 150 SF per office space, with 17% of workspaces being offices	36 SF per cube or touchdown space for each telework user
Shared space	Allows for conference rooms, copier rooms, breakrooms and other shared spaces	Allows for conference rooms, copier rooms, breakrooms and other shared spaces
Circulation	Current OFM standard to account for halls and necessary room to accommodate flow	Current OFM standard to account for halls and necessary room to accommodate flow
Building services	Additional SF to account for the building floor plate and rentable SF required in a lease	Additional SF to account for the building floor plate and rentable SF required in a lease
Program-specific space average per user	Variable range based on program specific needs	Variable range based on program specific needs

Additionally, OFM utilizes the following buffers for spaces:

1. Agencies will have the ability to request additional space for program-specific needs. Requests will need to clearly justify the need and must be approved by OFM.
2. For all facilities with 11-20 users, there will be an additional 10% added to the total square footage when at least half of the users are in the office at least 60% of the pay period.
3. For all facilities with 10 or fewer users, there will be an additional 10% added to the total square footage regardless of telework utilization.
4. Users who primarily telework will receive 122 SF regardless of telework frequency, including those who use the office less than one day per week.
5. The range of program specific spaces is assumed from the current [Project Request/MPD Form](#).

Terms and Definitions

Building services	Telecom rooms, elevators, general building lobby spaces, mechanical rooms, custodial spaces, and restrooms.
Circulation	Assignable square footage for pathways in tenant spaces.
Collocate	To share a location or facility with another agency, where common resources are shared (i.e., lobby, break rooms, restrooms etc.).
Cubicle	A cubicle is an open or partially enclosed workspace.
Mobility	The ability to communicate, collaborate, and work as effectively outside of the office as it would be inside the office. Mobility encompasses telework, which is the practice of working from home or other alternative locations.
Externally-mobile users	Users who work in the office less than 60% of the pay period.
Office	An office is an enclosed workspace with floor to ceiling walls.
Program-specific areas	Spaces that are unique to an agency's business needs and would not easily fit into the definition of workspaces or common spaces. These spaces may include interview rooms, training rooms, evidence storage or a service delivery lobby.
Shared spaces	Breakrooms, work rooms, copy rooms, and other common spaces.
Rentable area	Total square footage allocated for a user that includes workspace, circulation, shared spaces and building services square footage.
Resident users	Users who work in the office at least 60% of the pay period.
Touchdown space	A touchdown space is an unassigned space that provides seating in varying forms to conduct work on an irregular basis or for short periods.
Users	Any person who routinely works in a facility for any amount of time and may or may not have a workspace assignment. A user could be a state employee, volunteer, contractor, or community partner.
Workspaces	An office, cubicle, touchdown space or other work area where users perform their assigned duties. Workspaces may or may not be assigned.